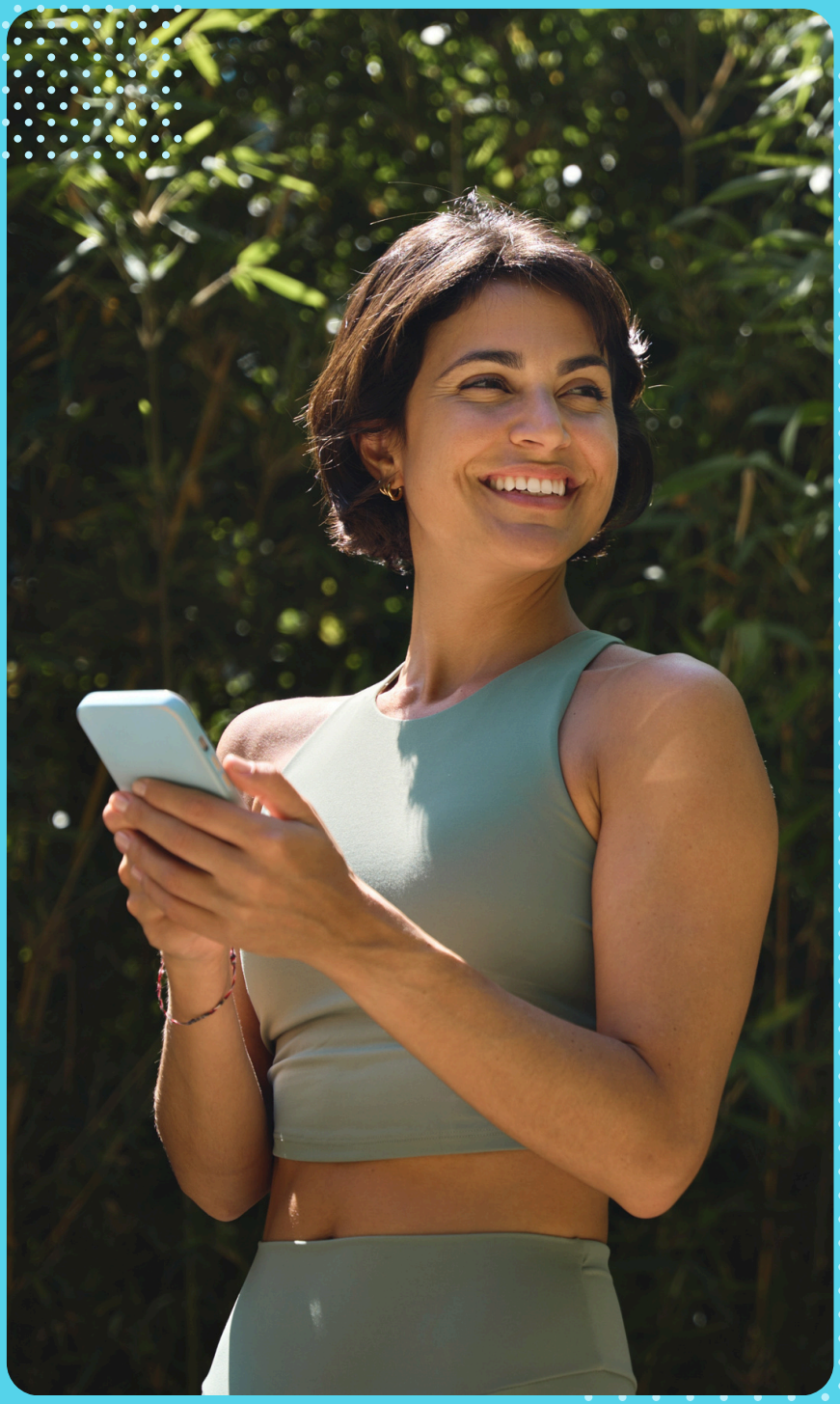
Wellworks FOR YOU



CORE

FAQs

Form Submission Methods

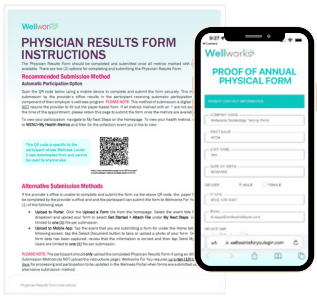
AUTOMATIC PARTICIPATION VIA QR CODE:

Our new QR Code technology instantly allows providers to submit results in real-time via a secure QR Code link.
This is available for the Physician Results Form/Proof of Annual Physical Form only, at this time.

AUTOMATICALLY

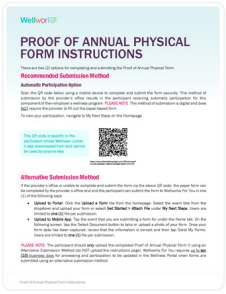
Mobile App

1. Log in to your **Wellworks For You Mobile App** and go to **Forms and Documents**
2. Select the **Physician Results Form/Proof of Annual Physical Form** during your visit.
3. Choose **Complete Form Online** to access the secure QR Code link for your provider.
4. Upon submission, you will receive automatic participation credit.



Wellness Portal

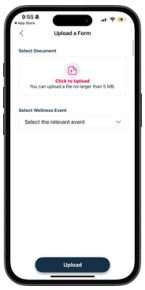
1. Log in to your **Wellness Portal** and go to **Forms and Documents.**
2. Print the **Physician Results Form/Proof of Annual Physical Form** and the QR Code page.
3. Have your provider scan the QR Code from your device to complete the submission.
4. You will receive automatic participation credit upon submission



MANUALLY

Upload via Mobile App

Take a photo of your form using your smartphone. Next, upload it to the mobile app via the Contact Us/Send a Form tab in the menu, located in the top left corner of the home screen. Select the event listed under What event is this form for? Users are limited to one (1) file per submission.



Upload to Portal

Click the Upload a Form tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to one (1) file per submission



Important: *Once reviewed, you must select **SUBMIT/SEND MY FORMS** as needed in order for your form to be processed.*

Please Note: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal. Submission via Wellness Portal or Wellworks For You mobile app, will result in an immediate confirmation that your form was received. Any other means of submission requires you to log into your Wellness Portal or Wellworks For You mobile app to confirm your form was processed.

View and Download Documents for Completion

All forms, guides, and applicable documents are located in your **Wellness Portal** within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion. QR codes are unique to each participant and cannot be shared.

Wellness Portal Login Credentials

An account has already been generated for you. Refer to your Wellness Program Guide to view your Portal login credentials.

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to **www.wellworksforyoulogin.com**
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact a Wellworks For You Representative at **(800) 425–4657**



View Details of Your Program & Incentive Progress

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (Get Started, In Progress, or Completed). You can also view your program status right on the homepage in the top right-hand section.

Incentives & Incentive Distribution Dates

Reference your Wellness Program Guide, located in the Wellness Locker, for information pertaining to your Wellness Program incentive and effective date(s). If this information is not included in your program guide, please reach out to your HR or Benefits Coordinator for further details.

Finding a Primary Care Physician

If you do not have a doctor, you can select a doctor within your company's health benefit plan network. You can call the number on the back of your medical insurance card or visit your medical insurance carrier's website. This website is provided within your Wellness Program Guide, located in the Wellness Locker. You can also reach out to your HR or Benefits Coordinator for further assistance.

Please note: *Wellworks For You manages the Wellness Program only, not medical insurance benefits.*

Data Given To Your Employer

Your specific individual data is not provided to your employer. Your employer is only given aggregate data and is only notified once you complete the Wellness Program in its entirety. Wellworks For You is required by law to maintain the privacy and security of your personal identifiable health information.

Voluntary Wellness Program

Your company's wellness program is a voluntary program. If you choose to participate, you will be asked to complete various wellness activities. You are not required to participate; however, if you do, you will receive an incentive distributed by your company for doing so.

Contact Your Wellness Team

Our "Chat Live" feature will give you access to chat with one of our helpful representatives during our regular business hours *(Monday to Friday, 8:00am ET to 7:00pm ET)* to answer any questions and guide you on a path towards wellness. *(not available on the mobile app)*

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via your **Wellness Portal**. Select **Contact Us** from the Portal homepage or Wellworks For You Mobile App. You can also call Wellworks For You at **800.425.4657**.

Download the Mobile App

Access your Wellness Program guide and forms, confirm participation and completion of requirements. Need to submit forms or get in touch with our wellness team? It's all streamlined through the app, ensuring you have everything you need to stay on top of your wellness goals right at your fingertips.

GET IT ON Google Play

Download on the App Store